

613007/01/03

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: **EDUCATION CURATOR**

DEFINITION

Under general supervision, to organize life-long learning programs, manage Focus on Kids, manage public relations programs, and raise funds for special museum projects, exhibits, and activities; to develop and implement the museum's outreach to schools and the community, expand the museum's volunteer base, and increase usage of museum facilities by residents and visitors; and to perform related work as required.

REPORTS TO: Museum Director

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Museum Director. Supervises education division staff of 5, and may exercise lead supervision on a project basis over assigned staff including volunteer docents and community groups.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, organize and develop an annual calender of museum public programs and other educational and promotional events.
- Create user-focused organization of strategic plan.
- Administer and execute a variety of interpretive programs to enhance permanent and temporary museum exhibits.
- Assist in supervising all Museum public programs, both on and off-site, to ensure they meet educational standards and enhance the Museum's mission.
- Prepare grant applications, administer grant funds and seek other sources of funding in support of educational programs.
- Serve as the Museum Department's primary staff contact with the news and media and perform other public relations activities; assemble program information and news release materials (using details to be provided by all museum programs and staff) for dissemination on the Museum web site, to the Riverside Museum Associates, media outlets and other parties requesting information.
- Serve as the Museum Department's primary staff contact regarding recruitment and training of volunteers for interpretive programs.
- Conduct systematic audience studies and evaluations to determine the effectiveness of all Museum public programs and exhibits.
- Serve as Museum's Webmaster.
- Assist with Historic site program development and implementation.

QUALIFICATIONS

Knowledge of:

- Principles of education, public relations, marketing and communication.
- Principles, practices and sources of information for museology.
- Standard practices of museum operation.
- Private and public funding sources.

Ability to:

- Communicate clearly and concisely, orally and in writing.
- Work effectively with a variety of staff, volunteers, governmental agencies, media, corporations, and the public.
- Work independently and creatively on projects as assigned.
- Coordinate and administer a series of diverse events with a variety of people.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Master's Degree from an accredited college or university with major work in museum studies, historic resources management, education, communications, history, or a closely related field of specialization.

Experience: Three years of experience in museum work with an emphasis in management of programs, education, fund raising, and/or public relations.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Education Curator

TO: Museum Curator